

Minutes of Red Oaks Primary School Full Governing Body

Tuesday 20th May 2014

Present: Rachel Surch (Head), Eileen Parker (Chair), Jackie Peterson (Clerk), Claire Purnell, Sarah Newman, Kath Abercrombie, Khyati Bailey, Victoria Robinson and Alison Paul

1. Child Protection Update - Liz Parker

Liz attended the meeting to give an update to the Governors on Child Protection. She informed them that once a year a Safeguarding and Child Protection Audit is completed in the Autumn term ready for the December deadline. This is completed by Liz, Claire Owens, Rachel Surch and Claire Purnell (Child Protection Governor).

Liz informed the Governors about the number of Looked After Children in the school and also gave them some information about what their PEP reports are. Sarah asked what the Pupil Premium money would be used for. Liz explained it is used for anything that will benefit the child, for example additional tutoring, equipment, residential etc. Claire asked if not all the Pupil Premium money was spent in the year do the school have to pay it back. Liz said that the school haven't had a full year yet, but all monies received do have to be accounted for. Claire asked if this was the highest number of Looked After Children we have had in the school. Rachel confirmed it was. Alison asked if the school were accessing money from out of Borough and if so, were the school experiencing any problems receiving it. Rachel and Liz said yes but the school had had no problems receiving it.

Liz then took the Governors through Child Protection and explained that there had been a significant increase in numbers of reported concerns this year. Liz gave examples of the type of files that are held; one being the school are monitoring a child but have no major concerns about them. Claire asked if in these type of cases do we inform the parents and let outside agencies know. Liz informed the Governors of how these cases might be dealt with. Liz then explained to the Governors where concerns could come from and the process of what happens after a concern has been made. She also explained that everything has to be logged; calls, conversations, dates and times, emails etc. If a child transfers to another school this information has to be sent to the other school.

Liz also spoke about the changes in legislation and that Governors should ensure all staff should read the Keeping Children Safe in Education: information for all school and college staff. Liz said she would send Jackie a copy of her slides and then Jackie would email them to all Governors. **Action:**
Liz/Jackie

2. Apologies and Declaration of Pecuniary Interest in any Agenda Item

There were no declarations of interest in any agenda item.

Jackie had received apologies from Karen Griffiths, Jude Scutt, Paul Humphrey, Rob McBeath, Debbie Edwards, Neil Richard and Helen Boddy.

Jackie had not received apologies from Ben Maxfield and Neil Scott.

All apologies received were accepted at the Meeting.

3. Minutes of Full Governing Body – Tuesday 29th April 2014

The minutes were accepted as an accurate record and signed at the meeting.

4. Any Matters Arising from Meeting

Jackie had not received comments back from Ben regarding the Scheme of Delegation. She will ask Ben to send them to her. All other actions had been completed. **Action: Jackie**

5. Head Teacher's Report

All Governors had received a copy of the Head Teacher's Report before the meeting.

Rachel informed the Governors that one child had started in year 1 and there were currently two spaces in both Reception and year 6 and one in year 1.

She then said that the 31st May is the latest date teachers have to hand in their notice to leave at the end of the academic year. At the moment no one has handed in their notice. Rachel said she will start looking at who will go where next year.

Year 6 have been chosen to complete Science moderation. This data will not be reported against the school. They will choose 5 children to sit the test for national statistics.

As there is an NQT in Reception they will be moderated. This is happening 22nd May 2014.

Rachel informed the Governors that the school is participating in 'The Golden Mile'. This is a way of measuring the fitness rates of children. The baseline results were poor with children in KS1 being 20% below the average fitness level nationally and KS2 10% below. In Term 6, Rachel is launching a school campaign to improve the level of fitness. This will be on going and will be tested again in December. Claire asked if they were only tested on running. Rachel confirmed yes. Claire said that some children might be good at others sports, for example swimming, but not very good at running. She then asked if the school were going to provide a running club to encourage the children. Rachel said yes. Sarah said that may be it could be run in partnership with Athletics clubs. Rachel confirmed that the school was hiring people from the Sports Premium and were particularly targeting girls. The girls have already asked if a Cheerleading club could be run, Rachel said she is looking into it. Alison said the School Partnership may have some contacts.

Both Rachel and Amanda Ballard have been working on the schools application for Healthy Schools award and they intend to use this to form part of their evidence. Rachel said the baseline data will be used as a basis for the next Children's SIP.

Rachel informed the Governors that 12 TAs and MDSAs have been booked onto a First Aid course to renew their qualification.

She also explained that a fire drill had taken place on 19th May and it was noted that as all of Year 1 and Reception were playing outside at the time they could not hear the fire alarm. Rachel informed Carillion and Crown visited today to look at where alarms could be placed outside in the playgrounds. If approval is met, these will be fitted. There was also a concern about what is said whilst the fire alarm is going off, it says 'please wait for further instructions'. Apparently this can be turned off

once the fire alarm is set off. Alison said they turn theirs off and make announcements over the tannoy as they do phased evacuation.

Rachel said she has been working with a group of boys from across the school to find out what makes them learn best. From this she devised a questionnaire that was carried out on all boys from year 2-6. Rachel then gave out the results to the Governors for their information. She explained that the statements were given points, which she has added together and then divided by the number of boys in the year group to have an average score. Apart from year 5, the average score was either 42/43. Rachel will share this information with the teachers and ask them to incorporate the ideas in their learning. In July the boys will be asked to retake the survey to see if there is a difference.

Rachel informed the Governors that a year 1 child had been excluded for half a day. Khyati asked what a year 1 child would have to do to be excluded. Rachel gave the Governors some examples.

6. Data Update

Eileen informed the Governors she had sat in all but one of the progress meetings Rachel had had with the teachers. She said she was impressed with the teacher's knowledge of their class and children. They knew where they needed to make a difference and which children needed extra support. She also said that it became evident that in the lower years EAL children were struggling as they were expected to speak English, but their parents couldn't speak a lot of it. Eileen asked how we communicated with parents in this situation, do the school use the support provided by Drove. Rachel confirmed this service was no longer available but she was sure that if someone was flagged up then the school could probably use Drove. Alison said that she has had meetings before where the parents bring in members of their communities to help in this situation. She also said that their website has a button where it can be translated into different languages. She was able to show Rachel. Rachel said she would speak with Relaxed to see if the Red Oaks website could also have this facility. **Action:**
Rachel

Rachel gave out her performance update for Term 4 to all Governors. She said that compared to this time last year there was a big difference in a positive way. She said that there is still a pattern of children making more than expected progress in year and EOKS being above average. Kath asked how many children in the cohort this included and may be it would be a good idea to have this on the data sheet. Rachel gave Kath a rough figure for one of the year groups. Rachel informed the Governors she was happy with the data and had no major concerns.

She then looked at the attainment predictions with the Governors. She explained that Maths and Reading SATs are sent away for marking, but Writing is completed in house with the teachers giving a Teacher Assessment for KS2. All KS1 SATs are Teacher Assessments.

She explained that Reading is not a problem in KS1 and writing has gone up considerably since Term 2. Maths at Level 2 is also fine, but Level 3's are struggling. Jude has been taking a group of Level 3's out for extra tuition. Rachel is meeting with both the Year 2 teachers to go through all the results and make sure they are happy and confident with them before they are submitted. In moderation next years year 3 teachers will also be involved so they are aware and comfortable with the levels too. Sarah mentioned that this year 2 is two thirds boys and it is proved that boys struggle with writing. Kath asked what the school target was. Rachel said it is always the National Average. Kath asked do we add anything on to the National Average or use FFT (Fisher Family Trust). Rachel said we didn't add anything on and that the school found FFT not to be very accurate so it is no longer used. Kath asked if all children were given the National Average as their individual target. Rachel confirmed that no they were not, but as it is personal data, she could not bring that to the meeting.

With regards to KS2, Rachel said they had exceeded the National Average in practise papers with regards to Reading, but they had changed the Reading paper this year. It did mean the less able children found the paper easier to cope with. Maths was also looking good on practise papers and 14 children had been entered for Level 6 Maths. For Writing, the teachers still have until the end of June to submit the results. Rachel said the year group have a good attitude so they were hopeful they would do well.

Rachel then took the Governors through the Floor Targets and said they were confident in meeting them all.

Rachel informed the Governors that she had been having discussions about how to track data next year as there were no levels. Both Jackie and Rachel had seen a Data system called School Pupil Tracker which looked really good and they have already come up with different options schools can use to track their data from September 2014. Rachel had spoken with a Director of the Company and he was able to confirm that the system would be able to complete all that we required. Rachel said she was looking at working alongside Oakhurst as they use the system and if Red Oaks and Oakhurst use the same model then it will enable the schools to be able to moderate with each other. She said that Jackie, Jude and herself are booked onto a course with School Pupil Tracker who will explain the next steps depending on the model they use. Rachel informed the Governors that she is thinking of purchasing the system and setting it up next term so it will be ready to use from September.

7. Link Governor Visits

Khyati informed the Governors that she will be visiting the school in June.

Jackie informed the Governors that Neil Richards had visited the school twice and will be sending his report to her to then forward onto the Governors. **Action: Neil R/Jackie**

8. Governor Skills Audit and Survey

It was agreed in the Raising Standards meeting that as the Skills Matrix audit was not completed earlier in the year that it would be brought to the May meeting for all Governors to complete. At the same time it was decided for the Governor Survey to also be completed, as this is going to be done on a yearly basis. All Governors present completed the forms. Jackie will send copies of the forms to all Governors who were not present at the meeting for completion. **Action: Jackie**

9. Correspondence

Jackie informed the Governors that Maria Verrier's four year term had come to an end and she is currently asking Staff for nominations. If more than one nomination is received it will go to secret ballot after the Half Term holiday.

10. Any Other Business

Claire asked if all had gone well with regards to the previous month's confidential item. Rachel confirmed it had.

The meeting closed at 8.15pm.

Date of Meetings 2013/14
Full Governor Meetings:
17 th June 2014

Date of Meetings 2014/15
Full Governor Meetings:
16 th September 2014
21 st October 2014
18 th November 2014
20 th January 2015
10 th February 2015
17 th March 2015
21 st April 2015
19 th May 2015
16 th June 2015

Action	By Whom
• Email Child Protection presentation slides to Jackie	Liz
• Send Child Protection presentation slides to all Governors	Jackie
• Ask Ben for his comments on the Scheme of Delegation	Jackie
• Contact Relaxed regarding a button for translation on the website	Rachel
• Send completed Link Governor Report to Jackie	Neil Richards
• Forward Neil's Link Governor Report to all Governors	Jackie
• Send all Governors who were not at the meeting the Skills Matrix and Governor Survey for completion	Jackie